



2023 Food Vendor Application

# Black Arts & Cultural Festival

August 3, 4, & 5 | 5:00 - 8:00 p.m.

AT THE PLAZA

Thank you for your interest in the New York State Office of General Services (OGS) 2023 Black Arts & Cultural Festival vending program. OGS-sponsored events, such as the Summer at the Plaza Program, held on the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly.

The 2023 Black Arts & Cultural Festival will feature 3 event days each highlighting a unique program. Commercial and not-for-profit food organizations providing ready to eat food products and meeting the criteria required by the Albany County Department of Health are encouraged to apply to vend at one or more of the event dates.

Load in for this event will be held from 2:00-4:30 p.m.

## APPLICATION DEADLINE IS JULY 28, 2023

All applications that are submitted by the above listed deadline will be considered. Sending an application does not guarantee acceptance into the program.

Here is how it works:

- Fully executed applications will be accepted on a first come, first served basis.
- Vendors will be notified via email of their event participation.
- OGS reserves the right to extend deadlines.
- Please note: If you have an Albany County permit to operate a mobile food service establishment, you are not required to purchase a temporary health permit.

**\*Strolling Vendors are prohibited at all Summer at the Plaza Events.**  
Please see the complete list of Vendor Rules & Guidelines

For additional information please contact Nicholas DeBlois:

New York State Office of General Services, Convention & Cultural Events  
Tel 518.486.3966 • [nicholas.deblois@ogs.ny.gov](mailto:nicholas.deblois@ogs.ny.gov)



## Vendor Application: 2023 Black Arts & Cultural Festival Food Vendors

**Instructions:** Please complete the application by indicating the event(s) that you wish to participate in, along with the applicable fees on page two.

Business Information				
Business Name		Contact Name	Phone	Email
Business Address 1		How will the items you sell/distribute enhance the spirit and character of the event?		
Business Address 2				
City	State			
Vehicle & Driver Information				
Driver 1 Name (exactly as it appears on license)		Driver's License: Issued State & #	Plate #	
Driver 2 Name (exactly as it appears on license)		Driver's License: Issued State & #	Plate #	
Driver 3 Name (exactly as it appears on license)		Driver's License: Issued State & #	Plate #	
Usage Permit Agreement				
<p>The Usage Permit Agreement, including the completed Notary Page, photos of booth and signs and insurance requirements, is <b>REQUIRED</b> and must be attached with the Vendor Application.</p> <ul style="list-style-type: none"><li>Download the Agreement: <a href="https://empirestateplaza.ny.gov/permit-agreement">https://empirestateplaza.ny.gov/permit-agreement</a></li><li>The Agreement is not applicable for NYS Agencies.</li><li>Vendors wishing to apply for an insurance waiver must meet the terms outlined in Item 12 of the Permit Agreement.</li></ul> <p><input type="checkbox"/> My permit agreement is already on file</p> <p><input type="checkbox"/> My permit agreement is included with this vendor application</p>		Please include any additional information or questions in the space below:		
Electrical Service				
Electrical Service: Please provide the information below in order for electrical service to be provided at your booth.				
No Power Required			<b>Note:</b> It is your responsibility to provide a suitable lead for your set-up.	
110v Service (normal household plug) → Number of 110v 20 amp circuits required: _____			What is the length of your lead? _____ ft.	
220v Service (heavy duty commercial equipment) → 220v requirements: (amps/volts/phase) _____				

Continue to Options & Payment →



Options, Fees & Payment		
<b>Day 1 Teen Night:</b> August 3, 2023   Hours: 5:00 p.m. - 8:00 p.m.   Load-in: 2:00 p.m. - 4:30 p.m.		
10-foot commercial space	\$100	Total: \$
Each additional 10 feet	Qty:      x \$50	\$
Mandatory Albany Co. Temporary Health Permit*	\$30	Total: \$
<b>Day 2 Gospel Night:</b> August 4, 2023   Hours: 5:00 p.m. - 8:00 p.m.   Load-in: 2:00 p.m. - 4:30 p.m.		
10-foot commercial space	\$100	Total: \$
Each additional 10 feet	Qty:      x \$50	Total: \$
Mandatory Albany Co. Temporary Health Permit*	\$30	Total: \$
<b>Day 3 Concert Finale:</b> August 5, 2023   Hours: 5:00 p.m. - 8:00 p.m.   Load-in: 2:00 p.m. - 4:30 p.m.		
10-foot commercial space	\$150	Total: \$
Each additional 10 feet	Qty:      x \$75	Total: \$
Mandatory Albany Co. Temporary Health Permit*	\$30	Total: \$
<b>Buy All Three</b>		
10-foot commercial space	\$300	Total: \$
Each additional 10 feet	Qty:      x \$150	Total: \$
Mandatory Albany Co. Temporary Health Permit*	\$30	Total: \$
		<b>Grand Total: \$</b>

**Instructions: Return the completed Vendor Application with the following:**

**Payment in Full** Any outstanding payment due to OGS may preclude participation. Payments may be made by check, money order or credit card and made payable to the NYS Office of General Services.

**Proof of Not-for-Profit Status** (if applicable)

**Signed Usage Permit Agreement** (if not already on file)

**Mandatory Albany County Temporary Health Permit\*** Only one temporary permit is required for the Summer at the Plaza season. This permit may be used for multiple events. Multiple units by the same vendor at the same event need only one permit. If you have an Albany County permit to operate a mobile food service establishment, you are not required to purchase a temporary health permit.

**Please make checks or money orders payable to:**

NYS Office of General Services

**Return completed Vendor Application, Permit Agreement and Payment to:**

[Nicholas.Deblois@ogs.ny.gov](mailto:Nicholas.Deblois@ogs.ny.gov)



Credit Card Form

Instructions: To pay with your credit card, please complete and return this form with your application.

Card Information			
Card Type		Business Name	
AMEX	Discover	MasterCard	VISA
Cardholder First Name		Cardholder Last Name	
Credit Card Number (XXXX-XXXX-XXXX-XXXX)		Expiration Date	CVV2
			Billing Zip Code
Charge Authorization			
I hereby authorize the Office of General Services to charge the following amount for the event indicated below.			
Event Name		Authorized Amount	
		\$	
Name (Print)		Date	
Signature*			

\*The signature section must be completed. Electronic signatures are not accepted.

For Office Use Only		
Invoice #	Program	Received By